

Checklist – Adding a New Subject Area

IF YOUR EDUCATOR'S LICENSE EXPIRES WITHIN 90 DAYS AND YOU ARE ADDING A SUBJECT AREA SUBMIT MATERIALS TO BOTH ADD A SUBJECT AREA AND RENEW YOUR LICENSE. YOU WILL ONLY NEED TO PAY ONE \$35 FEE IF BOTH ACTIONS ARE DONE AT THE SAME TIME.

Educators that completed Addition coursework at an Indiana institution are encouraged to apply using the [Teacher On-line Licensing System](#), check with your institutions licensing advisor for more information.

- Complete the entire Application for Indiana Educator License, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- Answer Section E questions 1-3. Sign your name verifying that the information on the application is accurate.
- Attach a copy, front and back, of your Indiana License being renewed or a copy of your license information from the [Indiana Educator License Lookup](#)

Select one of the following:

- Submit all materials to the licensing advisor at the Indiana institution where you completed the approved program for the subject area(s) to be added.
- Submit all materials and official transcripts of the out-of-state approved program to the IPSB for the subject area(s) to be added. If your credentials have not been evaluated for the addition, submit a \$35.00 cashier's check or money order for the evaluation.

Mail the completed forms and materials to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798